

Chapter 10 - Reporting

INTRODUCTION

The ability to retrieve data and display information is critical to the success of any management information system. Information must be available on a timely basis and in a meaningful format in order for the system to be responsive to the needs of the user.

To support these requirements, R★STARS offers the following reporting capabilities:

- **Requestable Reports** — are standard R★STARS reports that can be requested using the Report Request profile. There are many types of requestable reports which are described in this chapter.
- **Control Reports** — are reports that are automatically generated as a result of R★STARS batch subsystem processes such as Cost Allocation, Fixed Assets or Grant and Project Billing. These reports are described in the chapter applicable to the subsystem.

See the R★STARS Report Guide for samples of existing reports.

Each capability is discussed in this chapter. The following topics are included.

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Report Management Distribution System (RMDS)

The Find command is used in RMDS to search for text strings, such as report numbers or report names. The Find command within RMDS is set to a value of 5000, which means that any Find started within RMDS will stop after 5000 pages have been searched or a match on the Find string has been found. To restart the Find, select “F5,” and the next 5000 pages in the report will be searched.

The context setting is the control parameter for the Find command. You can view the context value by viewing the expanded RMDS report heading. Once you are within a report, enter “HL” at the command prompt to view the expanded heading. The context setting will appear as 5000 by default. To change the context setting, select “F9” to toggle between the page setting (search

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just the current page for the Find string value) and the full setting (search the entire report for the Find string value). You can change the numeric page value from 5000 to any other value by entering the new value at the command prompt and selecting “F9.” It will default back to 5000 upon exit.

See the RMDS section (11.3) of the R★STARS Data Entry Guide.

10.1 REQUESTABLE REPORTS

Requestable reports are the most widely used R★STARS reports. Requestable reports can be categorized as follows:

- **Profile Reports** — are listings of the data contained in R★STARS profiles. These reports are intended to be used to proof profile data and as a reference when entering transactions.
- **General Ledger Reports** — are intended to be used to monitor agency general ledger balances and assist in the preparation of periodic GAAP reports.
- **Budgetary Reports** — are used to monitor appropriations, agency budgets, grant budgets and project budgets. These reports contain budgetary, revenue and expenditure information.
- **Operating Reports** — contain revenue, expenditure, transfer and other nominal activity summarized by the various classification elements. These reports are intended to allow agency management to monitor financial activity at levels that may not be budgeted.
- **Document Reports** — display information related to pre-encumbrances, encumbrances, accounts receivable and vouchers payable. These reports are used to monitor activity at the document level.
- **Transaction Reports** — contain listings of all transactions for a day or a month for an agency or may contain only transactions associated with certain types of activity (e.g., cash expenditures). These reports assist agencies in researching activity and analyzing balances in R★STARS.
- **Subsystem Reports** — these reports are specific to a subsystem such as Fixed Assets, Document Tracking or Payment Processing. These reports are necessary only if an agency uses the particular subsystem.

The 91 Report Request and 95 Report Distribution profiles work together to allow R★STARS users to request reports, vary reporting levels, determine report frequency and route reports to appropriate personnel. These two profiles are described in the following paragraphs.

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91 Report Request Profile

Each agency may select from various report options depending upon the nature of the data being requested and the use of the report. To provide this selection R★STARS utilizes the Report Request profile. The 91 Report Request profile enables the user to customize reports using the following options.

- Time frame
- Classification Levels
- Data Selection

The functions and contents of the 91 Report Request profile are further described below.

Control Key

The Report Request profile control key consists of an Agency, Requester (a four byte identification assigned by the user), Request Number (normally "01" unless multiple versions of the report are requested) and Report ID (normally DAFR followed by the report number).

R★STARS includes listings for most system profiles. These profile listings can be requested using the prefix "DAFQ" followed by the profile ID with a trailing "0" (zero). For example, the 24 Index Code profile would be requested using the Report ID "DAFQ0240" and the D11 Agency Object profile would be requested using the Report ID "DAFQD110."

The control key uniquely identifies each report request. When a report is generated, the control key for the report request is printed in the top left corner. The control key is printed in Report ID, Agency, Requester and Request Number order.

Information Elements

Time Frame

The time frame option allows the user to select the appropriation or fiscal year, the period and frequency of reports. The period option allows the selection of current month data (CM), current year data (CY), prior month data (PM), prior year data (PY) or data for a specific month (01-13), where "01" represents the first fiscal month of the year. The frequency option allows the selection of a report daily, weekly, monthly, quarterly, annually or for one specific day. By using the time frame option, the user can control when the report will be generated and what accounting periods will be included in the report.

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Time frame elements include:

- Appropriation Year
- Period
- Fiscal Year
- Life To Date
- Frequency

The D64 Report Control profile defines the valid time frame options for a specific report. Please see the R★STARS Data Entry Guide, Chapter 11, for more information on this profile.

The following illustrates the 91 Report Request profile screen.

REPORT REQUEST PROFILE SCREEN

S091 2.0		R★STARS ACCOUNTING		08/15/95 12:00 PM	
LINK TO:		REPORT REQUEST PROFILE		FACS	
AGENCY:		REQUESTER:		REQUEST NO:	
REPORT ID:					
APPN YEAR:	PERIOD:	FY:	LTD:	FREQUENCY:	FREQ CONTROL:
LVL-ORG:	PROG:	NACUBO:	FUND:	FUNC:	OBJ:
GL ACCT:	GRANT:	PROJ:			
SPECIAL SELECTS -					
AGENCY:		ORG CODE:			
PROGRAM CODE:		NACUBO FUND:			
APPROP FUND:		FUND:			
APPROPRIATION:		FUNCTION:			
COMP OBJECT:		AGY OBJECT:			
GL ACCT:		AGY GL ACCT:			
GRANT:		PROJECT:			
SPEC SEL 1:		SPEC SEL 2:			
ROUNDING:		STATUS CODE: A			
EFF START DATE:		EFF END DATE:		LAST PROC DATE:	
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT					

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Classification Levels

In order to accommodate various users' needs, most R★STARS reports allow the user to define one or more levels of the classification structure that will appear on a report.

Classification level options include:

- Organization
- Program
- Fund
- Function
- Object
- General Ledger Account
- Grant
- Project

For example, many reports may be selected at the Fund level (by entering "4" in the fund level field) or at the appropriated fund level (by entering "3" in the fund level field). The specific level of detail options available for the standard reports are presented on the following page. The D64 Report Control profile defines the valid classification level options for each report.

Data Selection

Because of the large volume of information stored in R★STARS, a user may want to limit a report to a specific fund, comptroller object or other element. A user may want to limit a report to a range of organization codes, a range of appropriated funds or a range of agency objects. The report request program provides data selection options for Agency, Organization Code, Program Code, Appropriated Fund, Fund, Appropriation Number, Function Code, Comptroller Object, Agency Object, General Ledger Account, Agency General Ledger Account, Grant Number and Project Number. Most R★STARS reports allow the user to control one or more of the data selection options.

In addition, Special Select 1 and Special Select 2 may be used for other classification element selections not specially defined in another special select or for other unique processing options. The instructions for using Special Select 1 and 2 can be found in the 90 Help profile using the report ID as the keyword. The D64 Report Control profile defines the valid data selection options for each requestable report.

R★STARS enables users to customize certain requestable reports by rounding financial amounts. Rounding can be requested to the nearest whole dollar, hundred dollar, thousand dollar or million dollar. The D64 Report Control profile defines the reports for which the rounding option can be used. The rounding feature is described in further detail in the R★STARS Data Entry Guide, Chapter 6.

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Relationship to Other Profiles

All reports requested using the 91 Report Request profile are set up in the D64 Report Control profile. The Report Control profile identifies all valid requestable reports, who may request them, and what elements are required, optional or not allowed on each specific report. It also indicates which printer types are appropriate for the report and where the report may be printed.

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R★STARS VALID REPORTING STRUCTURES

Organization

0 None
1 Agency Group
2 Agency
3 Level 2
4 Level 3
5 Level 4
6 Level 5
7 Level 6
8 Level 7
9 Level 8
A Level 9

Program

0 None
1 Level 1 (Function)
2 Level 2 (Activity)
3 Level 3
4 Level 4
5 Level 5
6 Level 6
7 Level 7
8 Level 8
9 Level 9

Function

0 None
1 Level 1
2 Level 2
3 Level 3
4 Level 4
5 Level 5
6 Level 6
7 Level 7
8 Level 8
9 Level 9

General Ledger

0 None
1 GAAP GL Account Class
2 GAAP GL Subclass
3 Comptroller GL Account
4 Agency GL Account

Fund

0 None
1 GAAP Fund Type
2 GAAP Fund
3 GAAP Subfund/
Appropriated Fund/
State Fund Group
4 Fund

Object

0 None
1 GAAP Source/Object
2 GAAP Subclass/Grant Object/
Comptroller Source/Group
3 Comptroller Object
4 Agency Object

Grant

0 None
1 Grant Category/
Grant Type/Grantor
2 Grant Number
3 Grant Phase
4 Agency Code 1

Project

0 None
1 Project Category/
Project Type/Project
Group
2 Project Number
3 Project Phase
4 Agency Code 2

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95 Report Distribution Profile

The 95 Report Distribution profile controls the distribution of financial reports. This profile is designed with many user options to provide the flexibility necessary to distribute reports efficiently and on a timely basis. This profile allows the user to:

- Identify the person/organization who will receive the report.
- Describe the report recipient's name, address, and telephone number, along with any delivery instructions.
- Select the media on which the report will be produced (i.e. hard copy, on-line or microfiche).
- Identify the printer on which the report will be produced.
- Specify the number of copies.

R★STARS provides the ability to set up a standard default Report Distribution profile record for each agency. Agencies will receive the reports as defined by the default setting. Reports that are separately requested will automatically be distributed under the default setting unless a separate report distribution record is created.

The functions and contents of the 95 Report Distribution profile are described below.

Control Key

The 95 Report Distribution profile control key consists of an Agency, Requester, Request Number, Report ID, and Distribution Code. The control key uniquely identifies each report distribution record in the system. The Agency, Requester, Request Number, and Report ID combination must match a report designated in the 91 Report Request profile unless the record is a default routing.

Defaults may be set at the Agency, Requester or Report level as illustrated below.

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REPORT REQUESTS:

	#1	#2	#3	#4
Agency:	300	300	300	300
Requester:	Jean	John	Sara	Sara
Request No:	01	01	01	02
Report ID:	DAFR7830	DAFR8350	DAFR7670	DAFR7670

REPORT DISTRIBUTION:

#1				
Agency: 300	Requester:	Request No:	Report ID:	Dist Code: 0001
Result:	All four requests would be distributed using this record.			
#2	This distribution record is added.			
Agency: 300	Requester: Sara	Request No:	Report ID:	Dist Code: 0001
Result:	Requests #3 and #4 would be distributed using this record, while requests #1 and #2 would be distributed using distribution record #1.			
#3	This distribution record is added.			
Agency: 300	Requester: Sara	Request No: 02	Report ID: DAFR7670	Dist Code: 0001
Result:	Request #4 would be distributed using this record, while request #3 would be distributed using distribution record #2 and requests #1 and #2 would use distribution record #1.			

Agency level defaults are used if there is not a report distribution record specifically established for a report and there is not a requester or report level default.

Requester level defaults are established by agency personnel. Requester level defaults are used to consistently route reports requested by the same requester. Requester level defaults are used if no specific report distribution record exists for a request and no report level default exists for the requester/report combination.

Report level defaults are used to route all requests made by a requester for a report to the same distribution. This capability allows a user to establish one distribution for all requests for a report.

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Information Elements

The information element segment includes the Media Type, Device ID, Copies, Name, Address, City, State, Zip Code, Telephone, and Instructions. Each of these segments is described in the following paragraphs.

- **Media Type** — the Media Type is used to direct output to the desired output media.
- **Device ID** — the Device ID is used to identify the printer if a remote job entry printer (RJE) is the Media Type.
- **Copies** — the Copies data field is used to specify the number of copies to be generated for each distribution.
- **Name, Address, City, State, Zip, Mail Code, Telephone, and Special Instructions** — these elements identify the specific individual/agency and address of the person/organization receiving the report.

R★STARS reports can be generated on various forms of reporting media. The exhibit on page 10.1-10 shows the various ways reporting information can be displayed.

Relationship to Other Profiles

The combination of Agency, Requester, Request Number, and Report ID identifies each report produced by the system and provides the link to the report designated in the 91 Report Request profile.

The 95 Report Distribution profile is also related to the D63 Device ID profile. When “RJE” is the Device Type, the Device ID must be a valid Device ID identified in the profile. See Data Entry Guide, Chapter 5, for further discussion of the D63 Device ID profile.

See Data Entry Guide, Appendix B for a listing of available R★STARS reports.

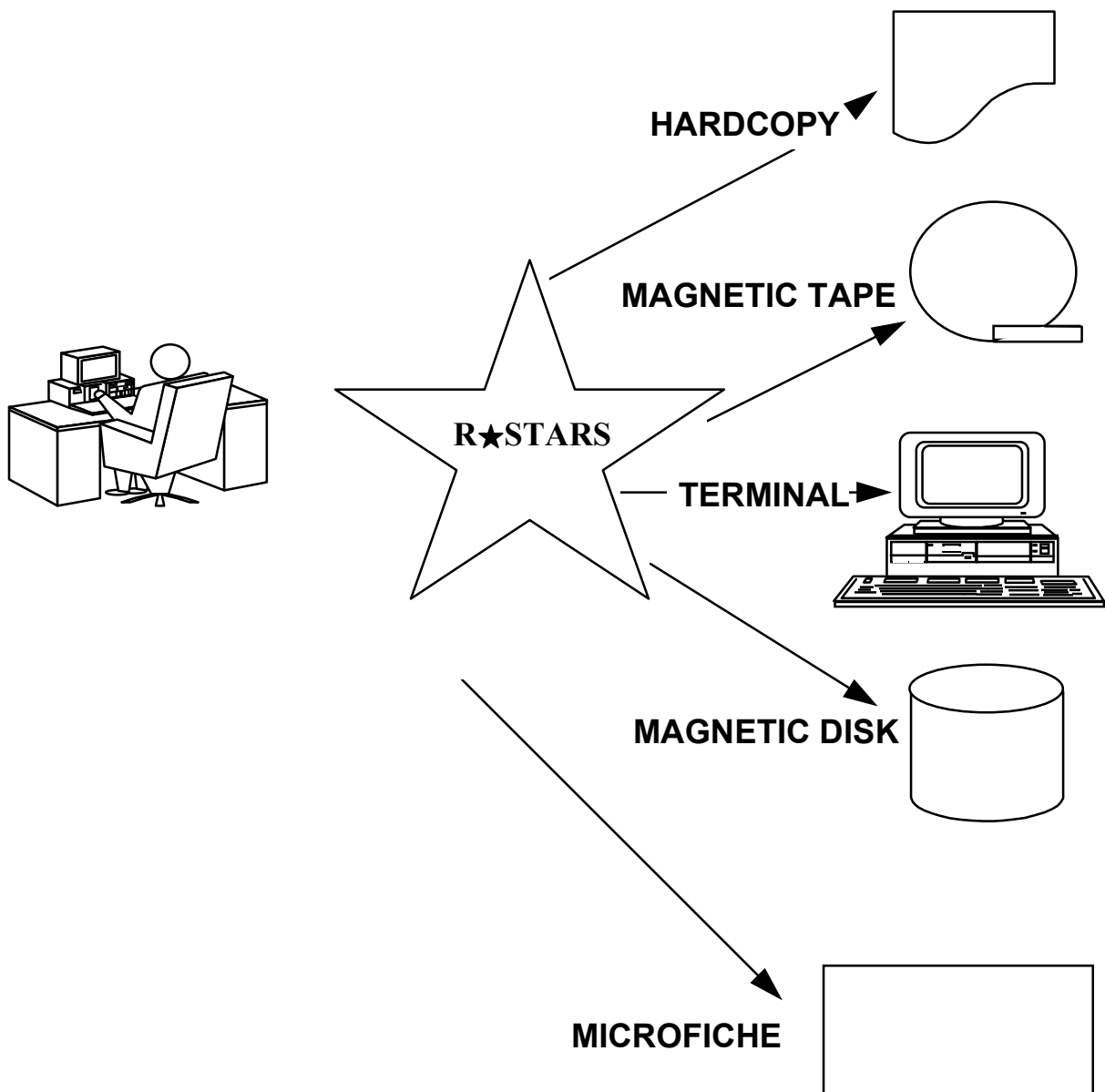
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REPORTING MEDIA

**USER REQUESTS
REPORTS**

**COMPUTER
PROCESSES REPORT**

**REPORT IS
“PRINTED”
ON VARIOUS MEDIA**



10.2 ON-LINE INQUIRY

The on-line inquiry function allows a user to retrieve various current financial data at any time. Individual users may perform inquiries on all financial data that has been posted to the system. Users are restricted to only the data contained in the tables of their authorized agency.

The R★STARS inquiry capability provides significant on-line data to assist users in transaction entry, error correction and account monitoring. R★STARS inquiries can be used to answer questions such as “What is the balance of an appropriation?” (62 Appropriation Financial Inquiry) or “What transactions have posted for this document?” (86 Document Transaction Inquiry).

The inquiry capability provides immediate access to information on-line to assist in error correction. If a transaction is prevented from posting on-line because of an appropriation control error or an agency budget error, the 61 Agency Budget Record Inquiry or the 62 Appropriation Financial Inquiry can assist in determining the cause of the error. In addition, the inquiry capability can be used to answer questions about encumbrance status, transactions posted for a vendor or the cash available in a fund. The R★STARS inquiry capability is intended to augment rather than replace the R★STARS report capability by providing frequently used data on-line to the user.

The following is a list of the on-line inquiry screens:

- **Project Transaction Inquiry (56)** — displays financial detail by balance type for transactions that have posted to the Project Financial Table.
- **Cash Control Summary Inquiry (57)** — displays financial balances for many cash control accounts which are summarized across Appropriation Year and Grant/Phase.
- **Agency/Fund Summary Inquiry (58)** — displays appropriation balances which are further summarized across appropriation years at the Agency and Appropriated Fund/Fund level. This is the highest level summary for appropriation information.
- **Vendor Document Inquiry (59)** — displays document balances from the Document Financial Table by Agency, Vendor Number and Mail Code, Document Type and Fiscal Year.
- **GAAP Basis Authorization Financial Inquiry (60)** — displays GAAP Basis financial balances for each line of the Appropriation.

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- **Agency Budget Record Inquiry (61)** — displays financial balances for each line of the Agency Budget.
- **Appropriation Financial Inquiry (62)** — displays cash basis financial balances for each line of the Appropriation.
- **Cash Control Record Inquiry (63)** — displays financial balances for each line of fund or appropriated fund with or without regard to grant.
- **Document Record Inquiry (64)** — displays financial balances for any Agency, Document Number, Suffix or Class for General Ledger Accounts which are supported in the Document Financial Table, including pre-encumbrances, encumbrances, accounts receivable and due to/due from accounts.
- **General Ledger Record Inquiry (65)** — displays amounts at the lowest level in the classification structure by Agency, and Comptroller General Ledger Account. The amounts displayed show activity for the specified inquiry type, fiscal month and year.
- **Grant Record Inquiry (66)** — displays financial balances for an Agency, Grant, Grant and Phase, or Grant, Phase and Agency Code-1. It also includes object and fund level information, if the Grant Financial Table is posted with object and fund codes.
- **Grant Transaction Inquiry (67)** — displays financial detail by balance type of transactions that have posted to the Grant Financial Table.
- **Contract Record Inquiry (68)** — displays the contract budget, outstanding encumbrances, total expenditures, and the balance. **(not used in Michigan)**
- **Agency/Fund Record Inquiry (69)** — displays appropriation balances which are summarized across the appropriation number at the Agency, Appropriation Year and Appropriated Fund/Fund Level.
- **Project Record Inquiry (80)** — displays financial balances for an Agency, Project, Project and Phase, or Project, Phase, and Agency Code-2. It also includes object and fund level information, if the Project Financial Table is posted with object and fund codes.
- **Fixed Asset Financial Information Inquiry (83)** — displays financial balances for a fixed asset or an inventoried item for agencies using the Fixed Asset Subsystem. This screen is accessed from the Fixed Asset Menu. **(not used in Michigan)**

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- **Accounting Event Record Inquiry (84)** — displays transaction level information by Transaction ID (batch agency, date, type, number and sequence). Up to eight Comptroller General Ledger Accounts are shown for the transaction to indicate the full accounting impact. This inquiry displays all transactions posted to R★STARS.
- **Vendor Transaction Inquiry (85)** — displays important elements for up to seven transactions at a time which meet the selection criteria: Vendor Number/Mail Code, Agency, Document Type and Starting Effective Date. The date entered is the most recent date for which transactions are to be displayed. For example, if the user wishes to see transactions as of last Wednesday and older, enter a starting effective date of last Wednesday. Only transactions with vendor numbers are displayed on the screen.
- **Document Transaction Inquiry (86)** — displays important elements for up to seven transactions at a time which meet the selection criteria: Agency, Organization Code and Document Number or Agency, Organization Code and Document Number/Suffix/Class. All transactions are shown in descending order by effective date.
- **Cumulative Vendor Invoice Inquiry (87)** — displays detail payment information from the Cumulative Payment Table by Agency, Vendor Number and Mail Code and Fiscal Year. Additionally, information may be further restricted by invoice number and one level of organization.
- **Cumulative Vendor Payment Inquiry (88)** — displays detail payment information from the Cumulative Payment Table by Agency, Vendor Number and Mail Code and Fiscal Year. Additionally, information may be further restricted by document number and one level of organization.
- **Summary General Ledger Inquiry (89)** — displays financial information from the Summary General Ledger Table by Agency, General Ledger Account or Agency General Ledger Account and State Fund Group or Appropriated Fund or Fund.

All of these inquiry screens are described in further detail in the R★STARS Data Entry Guide, Chapter 3.